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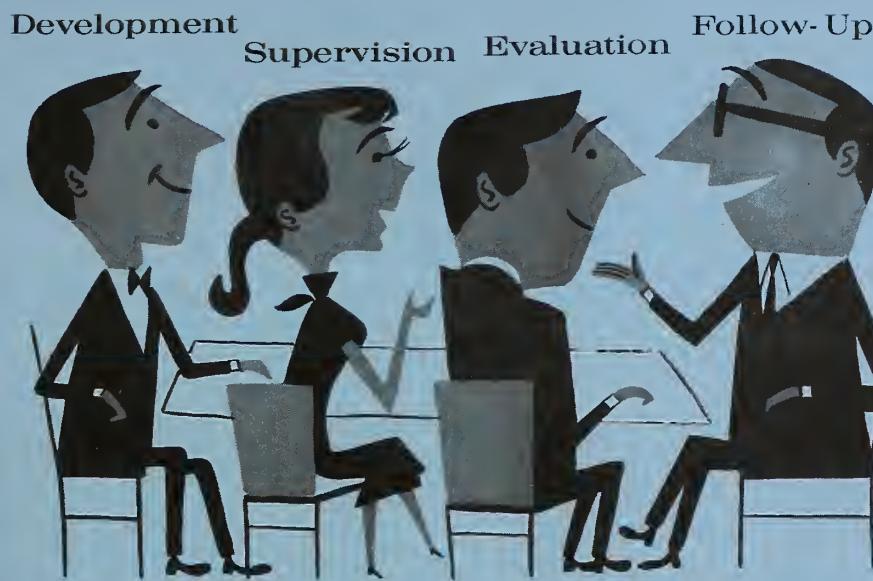
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RESERVE



# X3 GUIDELINES

USDA's Responsibilities  
in

Foreign Agricultural Training

AD-33 Bookplate  
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GUIDELINES

USDA's Responsibilities

in

Foreign Agricultural Training

The United States Department of Agriculture -- USDA --, by agreement with the Agency for International Development -- AID --, develops and directs programs for training foreign nationals coming to this country under AID auspices to study agriculture and related fields.

The programs of individuals and groups not sponsored by AID are handled in a similar manner so far as possible.

The Foreign Training Division -- FTD -- of USDA's International Agricultural Development Service -- IADS -- coordinates the international training activities of USDA agencies, Land-Grant Universities, private institutions, organizations, and industries.

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C & R-PREP.



Certain terms are peculiar to the work of foreign training. The following definitions may be helpful in using GUIDELINES.

The Mission . . . . . This is AID's field office in a developing country. Requests for training originate in Missions and funds to finance training come from a Mission's budget. Missions share with country officials in selecting participants for training.

Prospectuses . . . . . Developed cooperatively by USDA and AID, prospectuses describe to Missions some of the kinds of agricultural training available in the U.S. and how it will be carried out.

PIO/P . . . . . Project Implementation Order/Participants  
This is the AID description of training needed and also the obligating document. The Order is prepared in the AID Mission. It specifies the amount of AID and the cooperating country financing; outlines the reason for requesting training; gives biographic information about the participant; states background on the country situation and the relation of the participant to the country program, and offers plans for eventual use of training. Each PIO/P is numbered for fiscal identification purposes.

Agency Contact . . . . . This is the USDA agency representative on the Program Planning Committee. He not only represents the Agency but offers technical advice and provides training services as described in the GUIDELINES.



College Contact . . . . . This is the individual in the college or university to whom requests for consideration of possible training are made by the Foreign Training Division of IADS and who arranges for agreed-upon training services.

Program Planning Committee . . . . . This committee is appointed by the Program Specialist who has been assigned the task of implementing the PIO/P. It usually consists of the Program Specialist, one or more representatives of AID/W, and one or more Agency Contacts.

Proposed Program . . . . . It is the training proposal which the Program Planning Committee feels will best meet the needs of the participant and the requirements of the PIO/P. It is sent for review and suggestions for change to the Mission and to possible cooperators.

Firm Program . . . . . This is the training that AID, the Mission, USDA agencies, universities and other cooperators agree to conduct for the participant. It incorporates changes that were suggested in the review of the Proposed Program.



## GUIDELINES to Effective Training. . .

The Guidelines described below are procedures that have developed through the years for most effectively using the cooperative efforts of the Department of Agriculture, Universities, and other cooperators in training foreign participants. They are not rules and regulations. But they are steps which produce both training efficiency and maximum benefit to the participant.

### I. PROGRAM DEVELOPMENT

Foreign Training Division	Program Planning Committee	Agency Contacts
<u>Preparing Prospectuses</u>		
Collaborate with AID/W and Agencies to determine subject matter fields in which prospectuses need to be prepared.	Review background data.	Arrange for appropriate staff members to help develop prospectuses.
Coordinate the work of Prospectus Planning Committees or groups.	Discuss and outline the basic elements to be included in prospectuses.	Prepare and furnish to Prospectus Planning Committee specified sections of prospectuses.
Supply such committees with background data.		
Finalize, duplicate, and distribute prospectuses.		
<u>Reviewing Training Projects</u>		
Review project data outlined in PIO/P.	Review the requests for training and take appropriate action regarding dates, duration, need for more information and related items.	Channel all requests for training to IADS.
Distribute PIO/P and biographic data to appropriate personnel.		Inform IADS as to the extent to which the agency can cooperate.
Evaluate each project. Is it consistent with domestic agricultural policy?		
Review requests for training and consult with USDA agencies. Is training feasible?		



Foreign Training  
Division

Program Planning  
Committee

Agency  
Contacts

Proposed Program -- Development

Establish a Program Planning Committee. Arrange for necessary meetings.

Provide Committee members with pertinent data in advance of program planning meetings; keep them informed of subsequent pertinent data.

Discuss and outline a desirable program based on the objectives of the Mission and background of participant involved.

Determine which cooperators can adequately implement the proposed training; contact cooperators regarding their participation.

Obtain assistance of appropriate subject-matter specialists and from related private sources for program planning and development.

Furnish to IADS specified sections of proposed programs with dates, duration, contacts, and objectives.

Take leadership as requested by Program Committee in carrying out assignments and recommendations.

Proposed Program -- Processing

Compile and have proposed programs reproduced.

Furnish AID with copies for review.

Send copies to universities, cooperators, and agencies to ascertain possible participation and to get their recommendations.

Send Proposed Programs to Agency personnel concerned.

Send further recommendations of Agency personnel to FTD for consideration in developing firm program.



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Firm Program

Reproduce Firm  
Program.

Furnish copies of  
Firm Program to  
(1) AID/W  
(2) Agency Contacts  
(3) Private organi-  
zations and  
commercial  
organizations  
(4) Other groups  
concerned.

Complete Firm  
Program, consider-  
ing the suggestions  
received concerning  
Proposed Program.

Assume responsibili-  
ty for technical  
clarity of training  
objectives.

Be responsible for  
implementing train-  
ing segments assigned  
to the Agency.

Orientation

II. PROGRAM SUPERVISION

Take leadership for  
carrying out general  
group orientation,  
special "entrance"  
interviews, and other  
orientation for  
incoming participants.

Discuss program with  
the participants.

Plan, schedule, and  
coordinate partici-  
pant's total orien-  
tation program in  
USDA.

Review program and  
its objectives with  
participant.

Assume responsibili-  
ty for orientation  
in the participant's  
technical field.

Supervising and Servicing

Explain various  
allowances for  
which participants  
are eligible.

Provide such  
allowances.

Provide necessary  
domestic travel,  
except as supplied  
by Agency.

Forward mail to  
participant.

Recommend technical  
leaders for group  
programs.

Make needed revisions  
in training programs.

Coordinate, follow up,  
guide and supervise  
the carrying out of  
programs.

Recommend and assist  
in procurement of  
appropriate technical  
literature.

Take the lead in  
carrying out agreed-  
upon phases of  
training programs.

Provide official  
transportation as  
necessary and  
feasible.

In case of illness  
or accident, arrange  
for medical attention  
and inform IADS.



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Supervising and Servicing (cont'd)

Inform AID of illness or emergencies arising during participant's visit and help make necessary arrangements for medical care.

Secure, assemble, and transmit to AID enrollment and term reports for academic participants.

Train technical leaders in their responsibilities.

Procure needed technical literature.

Provide opportunity for participant to better understand the American way of life.

Keep cooperating USDA field offices, land-grant institution personnel, and interested and related private organizations, firms or individuals informed about foreign training matters.

III. PROGRAM EVALUATION

Evaluation and Program Review

Develop evaluation techniques and processes.

Train cooperators in use of these techniques.

Take leadership in the analysis of evaluation results and the application of this data to programming.

Carry out various types of evaluation and program review processes; send copies of such to AID, Program Committee, and others involved.

Review participant's progress and take corrective action as necessary.

Arrange, coordinate, and participate in reviews of program progress.

Arrange for summary seminars and final consultation programs for individuals and groups in USDA.

As arranged through the Program Committee, conduct Mid-Program reviews.

Submit Mid-Program review reports to AID, Program Committee, and others concerned.

Participate in "terminal" interviews with participants in connection with technical aspects of programs.



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Reports

Provide AID and  
Program Committee  
with reports of  
participant's  
progress, training  
problems, etc.

Study and analyze  
reports submitted by  
or about participant.

Prepare reports for  
transmittal through  
IADS to AID in cases  
where participant  
has encountered or  
created significant  
problems or has  
attained outstanding  
success.

IV. PROGRAM FOLLOW-UP

Follow-Up

Obtain, through  
AID and other  
available sources,  
reactions and  
recommendations from  
participant after  
resuming work in  
home country.

Provide Agencies with  
reports and publica-  
tions prepared by  
foreign nationals who  
receive training in  
the U.S.

Provide Agencies with  
follow-up reports  
and other material  
received from AID.

Encourage close  
working relationships  
with U.S. technicians  
after participant  
returns to his  
country.

Provide IADS with  
reports from  
nationals on use  
of training.

The initial Training Request results from cooperation between the USAID Mission and the host country's government. It is transmitted to AID/W and on to the Foreign Training Division of IADS, where it is assigned to a Program Specialist. A Program Planning Committee is selected to plan a Proposed Program.

The Proposed Program is forwarded to AID/W, who sends it to the USAID Mission and the host government. It is also sent to Land-Grant Universities and other cooperators. Suggestions made by USAID Missions and U.S. cooperators are considered by programming committees in developing a Firm Program with the participant after his arrival in the U.S.

The Firm Program is an official commitment and is so used by the participant, the Department, AID, and other cooperators.

# PROGRAM DEVELOPMENT FLOW CHART

